



3000 GENERAL ADMINISTRATION (Revised: January 15, 2020)

3010 INTERNAL COMMUNICATION

In order to ensure consistent standards and professionalism, the following standards are adopted for various forms of communication within the Police Department. All components of the Department are encouraged to seek every opportunity to engage in effective internal communication.

3011 Memoranda

3011.1 General

Memoranda for distribution either within the Department or the City of Tucson shall only be done on the approved format. Memoranda are to be used solely for internal communication and are not to be prepared for distribution outside of the City of Tucson.

3011.2 Issuing Levels

Memoranda may be issued by any member of the police department for any matter relating to official business.

3011.3 Memoranda Format

Examples of the proper format for memoranda are available on the department's share drive. Only the standard city of Tucson memorandum is acceptable (bearing the city seal and the legend, "Memorandum"). The use of individual or unit specific memoranda is prohibited.

3012 Daily Bulletin

3012.1 Preparation

A Daily Bulletin shall be prepared each weekday, excluding holidays, by the Human Resources Division (HRD), and distributed electronically through the share drive to all members. Individual units or sections may also make hard copies available to their personnel to facilitate sharing the information contained in the bulletins.

3012.2 Contents

The Daily Bulletin shall contain announcements and information that is of use to Department members, including the following:

- position announcements,
- secondary employment announcements,
- employee separation notices, and
- other official information of a general nature.



Requests to have information or announcements made in the Daily Bulletin must be approved by a Commander and forwarded to the HRD for publication.

Members are responsible for keeping up to date on the contents of the Daily Bulletin. Past versions are also available to all members on the electronic share drive.

3013 Email

Department members are issued City of Tucson email accounts for official business. Members shall comply with rules and policies governing email use, whether in Administrative Directives, General Orders, or department manuals.

Email that may contain evidence in a criminal or administrative investigation shall be preserved.

Members shall read their emails at least once per shift and shall make every attempt to reply in timely fashion to email requests from other department members, City employees, City vendors, other law enforcement agencies, and members of the public.

Email requests for public records shall be forwarded to Records at tpdpublicrecords@tucsonaz.gov. If the request for public records is from the media, forward it to Records and copy the Public Information Office at tpdpio@tucsonaz.gov.

Email must be considered a public record and may be subject to public disclosure. Members shall use good judgment in writing and forwarding emails, links, and attachments, conducting themselves professionally and avoiding communications that reflect poorly on the department or damage public or employee relations.

Material created, edited, sent, viewed, or stored on City equipment or through City systems is subject to examination by the department at any time without prior notice.

Abuse of email shall subject members to appropriate discipline.

Incidental personal use of City email is permitted, provided that:

- It does not interfere with the member's or other department members' job performance
- It does not include prohibited activity, such as political activity
- It does not occur in areas where the public is present
- It does not deplete system resources

Emails shall include a signature block that contains only: name and rank or title, Tucson Police Department, bureau or division (optional), mailing address (optional), email address, desk phone, cell phone, and TTY/TDD (optional).



3013.1 CAD Mail

Members may also use electronic messaging via the CAD system. The same rules of control, inspection, propriety and release govern these messages as apply to the formal email system.

3014 Department Video

The department produces informational videos that can be accessed on the TPD Intranet/Chief's Corner. The purpose of these videos is to give timely information in an interesting format that can be quickly produced and distributed and that members can review at briefing or other available time.

3015 Miscellaneous Communication/Documents

3015.1 General

The department prepares various other internal communications and documents from time to time as conditions and circumstances merit. Members are reminded that any official material prepared in connection with their duties become official records of the agency and shall be prepared and handled in a professional manner.

3015.2 Commendations, Certificates, etc.

All official certificates (e.g., promotion, training, graduation, etc.) or commendations from the police department shall first be approved as to form and content by a commander. Requests for certificates or commendations through or from the Office of the Chief of Police shall be routed through the Executive Officer for signature and/or approval.

3020 EXTERNAL COMMUNICATION

3021 Correspondence

3021.1 Style and Format

All correspondence issuing from the department shall be on the approved department letterhead.

3021.2 Authorized Issuing Levels for Correspondence

All correspondence from the police department must be approved and signed by a sworn commander or non-sworn equivalent.



3021.3 Approval Routing

Any correspondence bearing the name or signature of the Chief of Police must first be processed through the Executive Officer in the Office of the Chief of Police. Units or members creating such correspondence are responsible for insuring that these materials are delivered to the Executive Officer completed and ready for signature allowing sufficient time for review and signature. Editing and corrections are the responsibility of the authoring party.

3021.4 Addressing of Envelopes

Envelopes for external correspondence must bear the complete return address of the department as well as the name and unit of the sender. The standard issue police department envelope shall be used for routine correspondence.

In instances of bulk mailing of Business Reply Mail (preprinted First-Class Mail for which the department pays the return postage), the Mail Services Section of City Procurement should be contacted to determine the most appropriate mailing procedures. The Mail Services Section will take into account the quantity of items being sent and the associated expenses.

3021.5 File Copies

Units sending out correspondence are responsible for maintaining file copies of the letters as appropriate.

3021.6 Pre-Printed Form Letters

Some units in the Department may find it appropriate to utilize pre-printed form letters in some fashion. Such letters shall conform to the standards set for all external correspondence. Division Commanders are responsible for monitoring such usage and for ensuring that the signatures and information contained in such correspondence is accurate and current. Commanders may permit Supervisors the authority to sign such correspondence based upon Unit/Squad need.

3021.7 Personal Use of Department Address Prohibited

Members are prohibited from using the Department address for any personal or private correspondence or business. It is permissible to use the Department address to receive professional journals or related materials that are directly work related.

3022 Mayor and Council or City Manager Communication and Correspondence

3022.1 Style and Format

All communication and correspondence addressed to the City Manager or the Mayor and/or Council shall be done in the approved style. Examples of these materials may be obtained from the Executive Officer in the Office of the Chief of Police.



3022.2 Authorized Issuing Levels

Written communication or correspondence to the City Manager or the governing body shall only come from the Chief of Police unless otherwise authorized by the Office of the Chief of Police or a Bureau Commander.

3022.3 Processing Requirements

All materials for Council Sessions or otherwise directed to the Mayor and Council or the City Manager shall first be routed through the Executive Officer in the Office of the Chief of Police for review. Individual units needing materials prepared for a Council matter are responsible for its creation, copying and editing. These units shall coordinate their activities through the Executive Officer, allowing sufficient time for review and signature.

3022.4 Time Requirements

Matters scheduled for the Mayor and Council must be completed in a timely manner as per city guidelines. Information on deadlines and due dates may be obtained from the Executive Officer. Individuals and units are responsible for completing their own submissions for Mayor and council actions, including attendance at council sessions and any associated follow-up.

3022.5 File Copies

Copies of all materials sent to the City Manager or the Mayor and/or Council shall be maintained in the Office of the Chief of Police.

3023 Miscellaneous External Communication/Documents

3023.1 Fliers and Bulletins

The department may from time to time prepare and release to the public and/or other criminal justice agency fliers or wanted bulletins in connection with investigations or other official matters. All such releases shall be made in a standardized format. When such items are meant to be released to the media and general public, the release shall be coordinated through the Public Information Office.

3023.2 Business Cards

All members will be issued department business cards for use in transacting official business. These cards are the only ones authorized for use by members. The cards will be presented to citizens as appropriate and when a member's name is requested.

The Office of the Chief of Police shall be responsible for the ordering and supplying of department business cards. Individual divisions are responsible for establishing



procedures to ensure an adequate supply of the cards is available for their staff, as well as for ensuring that the cards are used properly.

3023.3 Facsimile (FAX) Transmittal Forms

Facsimile (FAX) transmittal cover sheets are used when sending messages. A standardized form is available from the Share Drive. The forms may be personalized to include an individual or unit name, but shall not contain other unapproved logos or devices.

3023.4 Additional Considerations

Members are reminded to include the proper zip code, or zip+4 if known, plus the area code for all external communication or listings. The inclusion of area code and internal extension numbers is especially critical for communications (correspondence, fliers, business cards, etc.) destined for outside the Tucson area.

3030 EMPLOYEE SUGGESTION PROGRAM

The City Manager's Office manages a continuous, on-going program designed to solicit input from employees. It is named ADVISE 10-4, which stands for Advice for Determining Valued Input and Suggestions/Solutions from Employees (ADVISE), We Hear You Loud and Clear! (10-4). There is a new comment category listed every three (3) months, and employees are encouraged to email/interoffice mail their thoughts about how the city can enhance work or service in the listed category. The current category, previous suggestions/comments, and the city's response to these suggestions/comments, can be accessed on the city of Tucson Intranet/Advise 10-4. If an employee suggestion is nominated for an award, it will be presented at a Mayor and Council meeting and the employee will be notified.

3040 POLICE RESIDENCY PROGRAM

3041 General Program Description

The Police Residency Program is a housing partnership between the police department and the Housing Authority of the City of Tucson's Community Services Department. The program places police officers, not otherwise eligible for occupancy, in residence in public housing units.

The goals of this program are to:

- promote neighborhood stability,
- present positive role models for youth,
- enhance understanding between police and low-income residents,
- enhance communication between management and residents,
- respond and take appropriate action when the need arises, both as a neighbor, and as a police officer depending on the situation.

In exchange for living in the unit the officer and their family will receive the following benefits:



- a two, three or four bedroom unit, depending on availability and family needs for \$1.00 per month,
- free utilities, except telephone and cable television, and
- Fully monitored alarm system, including a "hardened" storage closet within the dwelling.

3042 Program Administration

The Police Residency Program shall be under the oversight of an assigned captain from Field Services Bureau and a Sergeant selected by that Captain. All issues related to the program shall be brought to the attention of the assigned captain for resolution.

3043 Conditions of Participation

3043.1 Written Agreement

Participating officers must be willing to execute an agreement with the Housing Authority regarding residency in the public housing unit, comply with all Housing Authority rules and procedures, and must provide whatever information and documentation they may require. Participating officers must also sign an acknowledgement of these *General Orders* policies and agree to comply with the provisions of this section.

3043.2 Off Duty Actions in Public Housing

Officers involved in the Public Housing Program are not authorized to engage in off duty law enforcement activities beyond that currently defined in *General Orders*. The Residency Program does not constitute secondary employment. Officers shall act in an official capacity consistent with the provisions of *General Orders*. Situations that arise as a result of the officer taking off duty action shall be reported to the program supervisor via memorandum. In these situations, officers shall use the overtime code "PR" on overtime slips to document their activity.

3044 Minimum Requirements for Selection

3044.1 Eligibility

Participants in the Police Residency Program must be full time Tucson Police Department officers or sergeants. The program requires participants to be highly visible and readily recognizable as police officers. Officers/sergeants must have successfully completed probation in order to be eligible for the program.

3044.2 Selection Process

Each officer who participates in the program must first be selected as eligible by the Department. In addition to eligibility requirements in *General Orders 3044.1*, the Department will screen all applicants for the program; only those selected will be recommended to the Housing Authority for its consideration. Applicants shall be selected



on the basis of their performance in their jobs, their demonstrated commitment to community policing, and their understanding of the aims and goals of the program. The Housing Authority will make the final selection of officers for the Program.

3044.3 Removal from the Program

Continued participation in the Police Residency Program is contingent upon continued excellent job performance. Officers and sergeants whose performance does not meet standards, who are subject to significant discipline, who fail to continue to meet the requirements of the program, or who experience other job related concerns may be required to leave the program. Any officer involved in this program agrees to withdraw from the Program at the direction of the Tucson Police Department, providing appropriate notice to the Housing Authority.

3050 ADMINISTRATIVE REPORTS

3051 General

The Research and Analysis Unit, reporting through the Chief of Staff to the Chief of Police, is responsible for the creation and maintenance of databases that access and produce a number of Department administrative and management reports. The Research and Analysis Unit, along with the Accreditation Unit, facilitates the creation and distribution of Department forms, General Orders and other operational pamphlets and documents that are routinely revised. Additionally, Research and Analysis will assist command with the preparation of annual budgets and related annual reports.

3053 Annual and Recurring Reports

A number of reports are updated annually and will not necessarily affect a change of *General Orders*, but may affect daily operations. Among these reports are:

- City Court Date Schedule
- Resource Guide
- Initial Appearance and Arraignment Schedule

Additionally, Research and Analysis will create the Department's *Annual Report* and assist in the preparation of annual budget documents. The annual report will be available for distribution inside and outside the agency. The purpose of the annual report is to educate the reader on the organization of the Department and the functions of its various units, and to illustrate significant events/accomplishment of the year. Recurring performance measures will be tabulated through Research and Analysis and forwarded to City Budget and Research quarterly.

The Research and Analysis Unit produces a Monthly Calls for Service Report. This report is distributed to command staff as a management tool. The Records Section produces the Consolidated Monthly Report. This report reflects UCR crime data and is reported to the Department of Public Safety. It is also distributed internally as a management tool.



3054 **Survey Requests**

Commercial requests for statistical information will be referred to Research and Analysis for processing. Surveys and liaison work at the request of the community or other police agencies will be processed through Research and Analysis, but may be delegated to appropriate sections or units, but Research and Analysis will track the requests.

3055 **Management Systems Analysis**

Through data base management, Management Systems Analysts will produce regular reports on staffing, calls for service, overtime, etc. These reports will be made available to cost-center managers to aid in the management effort of the Department.

3060 MEDIA AND PUBLIC INFORMATION POLICIES

3061 **General Policy**

An atmosphere of mutual trust, cooperation and respect for the working needs of the news media and the police is paramount in order to provide the community with accurate and timely information on events that affect the lives of citizens and on the Department's administration and operations. Relationships between the news media and the police shall be maintained in a courteous, professional manner.

The Department shall take all necessary steps to ensure prompt and impartial disclosure of information on crimes or incidents that are of importance or interest to the media or to the community, with the exception of the following circumstances:

- When disclosure would prejudice the outcome of an investigation or court proceeding
- When disclosure is prohibited by law
- When disclosure would prejudice the safety, rights or privileges of persons identified in investigations
- When disclosure would be likely to cause public hysteria or panic

3062 **Duties and Responsibilities of the Public Information Office Staff**

3062.1 **Specific Duties and Responsibilities of the Public Information Office Staff**

The Public Information Office staff members have specific responsibilities for the dissemination of information to the news media and are available to assist the news media on an on-call basis. Public Information Office staff members are also available, on a 24-hour basis, to assist any on-scene Incident Commander in responding to media inquiries.

The Public Information Office staff members are responsible for the preparation and distribution of media releases and will also be available for the following:



- Arrange for and assist at news conferences
- Assist news personnel at the scene of incidents
- Assist in crisis situations with the agency
- Coordinate the release of authorized information concerning confidential agency investigations and operations
- Coordinate release of information with other public service agencies when the Department is involved in a mutual effort
- Coordinate training of Department personnel on media strategies and skills

3062.2 Utilization of the Public Information Office

In order to respond to media interest in a timely manner, a supervisor or Incident Commander at the scene of the incidents described below shall notify a member of the Public Information Office as soon as practical. Police incidents that may be of interest to the media include, but are not limited to the following:

- incidents where officers are involved in heroic or lifesaving actions, police shootings or serious/fatal traffic accidents,
- homicides or traffic fatalities,
- major civil disturbances, riots, *etc.*,
- confirmed sniper, barricade or hostage incidents,
- bomb related incidents where a device has been found or detonated, or where a large scale evacuation has resulted,
- robberies, thefts or burglaries where exceptionally large amounts of property are taken,
- arrests involving prominent persons.

3063 Media Access to Police Scenes

3063.1 Media Access Policy

Department personnel shall extend every reasonable courtesy to news media representatives at all times. Media representatives shall neither be excluded from the general vicinity of a crime/incident scene or from those areas that are accessible to the general public. However, arrangements may be made, at the discretion of the Incident Commander and a Public Information Office staff member, to allow closer access of media personnel and equipment than is available to the general public if the access does not interfere with police operations or citizens' right to privacy.

3063.2 Media Staging Areas



At the scene of major crimes/incidents the Incident Commander shall designate a preliminary media area as early as possible and as close to the scene as safety and operational requirements allow. A Public Information Office staff member, if on scene, may be delegated this task by the Incident Commander.

Media personnel shall not be allowed into any area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed, or otherwise prejudiced by its existence being published. Once evidence has been processed, removed, and secured by the department, the media may be allowed to enter by permission of the Incident Commander and owner or owner's agent, if on private property.

For the safety of media personnel, they shall be alerted to any potential hazards at the scene of an incident.

3063.3 **Media Access to Private Property**

Media access and or photography of any crime/incident scene on private property shall only be granted with permission of the owner or owner's agent.

3063.4 **Media Access to Police Facilities**

Media personnel may be allowed entrance to police facilities if their presence would not impede facility operations. They shall not be permitted in secure areas of the department unless accompanied by a Public Information Office staff member or an officer designated by the Division Commander responsible for that area. Media members wishing to ride-along with officers during a tour of duty shall coordinate such requests with the Public Information Office. The same restrictions applicable to a member of the general public on a ride-along will also apply to members of the media in like circumstances.

3063.5 **News Media Credentials**

Bona fide news organizations issue their employees and representatives identification showing their affiliation. In addition, the department may issue media credentials to members of bona fide newsgathering organizations who make application to the agency. Neither these credentials, nor credentials issued by any other entity, entitle the bearer to any consideration or access not otherwise authorized by law or department policy. The department does not issue media credentials.

3063.6 **Media Credentials**

Any member from a news gathering organization that requests an interview shall have their credentials and validity of their news organization verified by the Public Information Office. Only credentialed members of a bona fide news gathering organization will have access to any press conference.

3064 **Release of Information to the Media**



3064.1 General

Public information shall be released as promptly as circumstances allow, without partiality and in as objective a manner as possible. The Public Information Office staff is responsible for news media and police coordination during regular work hours or when called out to a scene of an incident. Officers, detectives or supervisors at crime/incident scene may release information of a factual nature to the media in accordance with this policy or they may refer the inquiry to a Public Information Office staff member. If a Department member other than a Public Information Office staff member releases information, the Public Information Office shall be notified as soon as practical.

3064.2 Official Media Releases

Only a Public Information Office staff member or the Office of the Chief of Police may produce and release any official press or media release in the approved format to the media.

In instances where more than one governmental agency is involved in a mutual effort, the agency having primary jurisdiction will be responsible for release, or coordinating the release of information.

3064.3 Information Available for Media Release

Specific guidelines covering precisely what may be released to any person making an inquiry for police records may be found in Volume 7 of *General Orders*. In general, however, the following release guidelines apply.

- **Prior to an arrest**
 - The type or nature of an incident or crime; including a brief summary of events that led to the incident.
 - The location, date and time of occurrence, description of injuries or damages sustained.
 - Number of officers involved in the event or investigation, length of investigation and name of detail handling investigation.
 - Whether or not there are suspects.
 - Information about unidentified suspects such as physical description, vehicle description or other information that may lead to the suspect's apprehension.
 - Identity of the victim with the exception of sex crimes victims and child victims under the age of 14. Discretion shall be used in cases where reprisals or intimidation may be employed.



- Identity of individuals cited in fatal accidents abiding by public record guidelines.
- **The following investigative information shall not be released**
 - The identity of a suspect prior to arrest or issuance of an arrest warrant, unless such information would aid in apprehending the suspect or serve to warn the public of potential danger and release has been approved through the Legal Advisor.
 - Identity of suspects who are interviewed but not charged.
 - The identity of victims or witnesses if such disclosure would prejudice an investigation to any significant degree or if it would place the victim or witness in personal danger.
 - Information which, if prematurely released, may interfere with the investigation or apprehension of suspects, such as the nature of leads, specifics of an "MO", details of the crime known only to the perpetrator, or information that may cause the suspect to flee or more effectively avoid apprehension.
 - Information that may be of evidentiary value in criminal proceedings.
 - The identity of any critically injured or deceased person prior to notification of next of kin.
 - Specific cause of death unless officially determined by the medical examiner.
- **The following information may be released after an arrest or issuance of an arrest warrant**

Note: These guidelines apply to adults and juveniles age 14 and over. They also may apply to juveniles under 14 if the arrest is for a serious offense, such as homicide, sexual assault or aggravated assault.

- Suspect's name, age, residence, occupation, marital status or other similar background
- The time and place of arrest and whether pursuit was involved or resistance was encountered
- The exact charge and circumstances of the offense
- Names of the arresting or investigating officers and length of investigation
- The place of suspect's detention and amount of bond, if known



The following information shall not be released following the arrest of a suspect:

- Comments about prior criminal history, character or reputation of a suspect.
- Existence or contents of any confession, admission or statement of a suspect or his failure or willingness to make a statement.
- Performance of any examinations or tests or the suspect's refusal to or failure to submit to an examination or test.
- Any opinion about the guilt or innocence of a suspect or the merits of the case.
- Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

3064.4 Release of Photographs of Arrestees or Suspects

Members shall neither encourage nor prevent the photographing of arrestees or defendants in public places; however, under no circumstances shall "posing" of the individual be permitted.

Photographs of suspects may be released to the media, through the Public Information Office, after a suspect has been arrested or when the aid of the public is sought in identifying or apprehending a suspect.

Photographs of suspects shall not be released if it is anticipated that in-person or photographic lineups will be part of the investigative process.

3064.5 Release of Information Regarding Internal Investigations

Requests for information on internal matters or investigations shall be made in writing and handled through the Public Information Office or the Office of the Chief of Police. A Public Information Office staff member will coordinate the release of internal materials through the Chief of Staff. Affected members of the Department shall be advised of any such requests prior to the release of Office of Internal Affairs files if at all possible. Normal processing charges shall apply to all such requests.

3064.6 Release of Photographs of Department Members

Requests for photographs of Department members shall be made in writing to the Public Information Office, whose staff shall coordinate release of such materials through the Chief of Staff. Members of the department shall be advised of any such requests prior to the release of photographs if at all possible. Processing charges may apply to such requests as determined by the size and scope of the request.



State law restricts the release of peace officer photographs in certain circumstances. The department shall not release a photograph of a currently employed sworn member if that member is serving in an undercover position or will be within 60 days of the request, or if the member has sealed his or her records pursuant to ARS 28-454.

The department may release photos of sworn members if requested for a newsworthy event, unless:

- The request for the photo is in connection with a criminal matter in which the officer is listed as a victim, in which case the member can exercise their right as a crime victim to decline release of his or her photo.
- There is specific reason to believe that release of the photo will put the officer at risk of retaliation or physical harm. (For example, if an officer is involved in a high profile case involving violent gang members, and there is reason to believe the officer would be subject to retaliation from gang associates.)

Upon request, the department will ordinarily release photographs of members who have been formally charged with a criminal offense.

3065 **Requests for Interviews or Appearances by the Media**

All requests for appearances or interviews regarding police matters or department business will be directed through the Public Information Office or the Chief of Police. A member may directly grant an interview provided the Public Information Office and/or Chief of Police is notified and the guidelines of this policy are adhered to.

Members shall not make or participate in making any statements regarding investigation or litigation of a civil action associated with personnel of this Department without authorization.

3070 **AWARDS AND RECOGNITION** (REVISED JANUARY 2, 2020)

The Tucson Police Department will identify and recognize department employees, law enforcement partners, and community members for outstanding public safety services, achievements, and/or actions.

3071 **General Policy**

The Tucson Police Department recognizes that its employees consistently perform their duties at a high-level; however, sometimes the actions of employees rise above the standard expected, meriting special recognition. The department also acknowledges that the total police mission could not be accomplished without the efforts of all its employees, both sworn and professional staff. Furthermore, the department recognizes the vital and beneficial contribution made by its volunteers and community members. Therefore, it is the policy of the Tucson Police Department to bestow recognition in an official manner to its employees, volunteers, law enforcement partners, and community members who engage in noteworthy law enforcement related actions. Awards of this type are not only a credit to the individual member, but reflect positively on the department as a whole and promote community involvement.



3071.1 Definitions

Bravery: The act of facing or enduring danger with courage.

Conspicuous: Standing out so as to be clearly visible; attracting notice or attention.

Exemplary: Serving as a desirable model; representing the best of its kind.

Extraordinary: Going beyond that which is usual, regular, or expected.

Gallantry: Courageous behavior.

Merit: Character or conduct deserving reward, honor, or esteem.

3071.2 Awards Committee

The number of committee members, and the divisions/sections they represent, will be determined by current Department structure. A quorum of fifty-one percent of the members of the committee must be present for a meeting to take place. The awards committee shall meet as necessary to review nominations for department awards and medals. The exceptions are the Armed Forces Services Medal, Chief of Police Citation of Excellence, and Retirement Medal, which shall be awarded at the discretion of the Chief of Police.

3071.3 Chairperson

The Awards Committee Chairperson is an executive command staff member, or any other member of the department as deemed appropriate by the Chief of Police. The chairperson shall offer guidance and continuity to ensure consistency in the decision-making process. The chairperson does not generally vote in the awards recommendation phase, but may do so as determined by the needs of the service.

3071.4 Award Selection – Nomination and Review Process

All nominations for award for the period of January 1 – June 30 must be received by July 10. All nominations for award for the period of July 1 – December 31 must be received by January 10. All nominations for people of the year must be received by January 15. Nominations shall be made using the Award Nomination Form, with additional documentation as appropriate. Nominations shall be written in a clear and concise fashion.

Any employee may nominate a member, community member, or group that meets the criteria for an appropriate department award. Supervisors shall seek out and recognize excellence in their employees, co-workers, and community members for their contributions toward the department reaching its goals. For two or more persons nominated for a single, joint act only one nomination form is to be submitted. The nomination must be reviewed by the commended member's chain of command through the rank of captain/administrator prior to being forwarded to the Awards Committee Chairperson. The immediate supervisor of the nominated shall thoroughly investigate any case or circumstance in which members distinguished themselves by performing services over and above what is normally expected to determine whether or not such members are deserving of a nomination for an award. The chain of command shall not prevent a nomination from reaching the Awards Committee Chairperson for review. The chain of command is encouraged to add comments for or against the nomination.



The submitting member must clearly and thoroughly justify all the elements of the award being recommended. The event or case number, circumstances, actions, or reasons surrounding the nomination, (e.g. date, time, arrest, charges with disposition if available, notation of audio and video) should be included in the details of the recommendation when applicable. When multiple members are involved in an act worthy of recognition, the specific action or justification for each member must be recorded for consideration. Documents, reports, photos, or any other information which will assist the board during the evaluation of the nomination may be attached.

The awards committee chairperson shall forward the names of the commended employees to the Office of Professional Standards for a report of disciplinary history for each nominee. In addition, nominations for the Medal of Honor, Medal of Valor, and Scarlet Shield shall be reviewed by the Office of Professional Standards for verification of the facts set forth in the nominations. The discipline history and applicable verification report shall be forwarded to the awards committee chairperson. The chairperson may also appoint the necessary staff to investigate specific incidents, as necessary, for any nomination.

Nominations will then be reviewed by the awards committee. The awards committee chairperson shall prepare a report detailing recommendations of approval or denial of the awards for review by the Executive Leadership Team and final disposition by the Chief of Police. The supervisors' recommendations, awards committee recommendations, and any other pertinent information will all be taken into consideration. The awarding of medals and recognition shall be done at the discretion of the Chief of Police.

3072 Awards Presentation

The Chief of Police shall present department awards at an appropriate award ceremony. The Human Resources Section shall be responsible for arranging the awards ceremony.

3072.1 Maintaining Records and Inventory of Awards

The Human Resources Section shall maintain an up-to-date record of all nominations reviewed and awards presented. The Human Resources Section shall also maintain the inventory of awards including the ordering of additional medals, certificates, breast bars, etc.

3073 Types of Department Awards and Medals

- Medal of Honor
- Medal of Valor
- Lifesaving Medal
- Scarlet Shield
- Medal of Distinguished Service
- Medal of Merit
- Unit Medal
- Armed Forces Services Medal
- Chief of Police Citation of Excellence
- Officer of the Year



- Detective of the Year
- Professional Staff Employee of the Year
- Community Service Officer of the Year
- Explorer of the Year
- Volunteer of the Year
- Reserve Officer of the Year
- Leadership Award
- Community Partnership Award
- Community Member Valorous Award
- Community Member Service Conduct
- Retirement Medal

3073.1 Medal of Honor

Awarded to an individual for an act of bravery or heroism by which the individual has demonstrated in great degree the characteristics of selflessness, personal courage, and devotion to duty at the risk of his/her own life. For conspicuous distinction through gallantry and extraordinary heroism in excel of normal demands and of such a nature that the person was fully aware of imminent threat to personal safety and acted above and beyond the call of duty at imminent risk of the person's life.

Is not awarded to a person who:

- Deliberately or ineptly caused an escalation of the incident to the point that it caused one of the following:
 - The nominee or others were placed in jeopardy;
 - Injury to any persons;
 - A more serious situation to arise.
- Violated a direct order of a superior when such disregard caused the nominee to become involved in the event under scrutiny.

A posthumous award may be made to an individual who has lost his/her life under conditions where the officer endangered themselves in circumstances consistent with good police practices.

A Medal of Honor certificate, neck medal, and breast bar shall be presented annually at the awards ceremony.

3073.2 Medal of Valor

Awarded to an individual for an act, in the face of great danger, wherein valor, courage, and bravery are demonstrated over and above that normally demanded and expected. The act must be performed in the presence of great danger or at great personal risk and by its nature involved the saving of a human life, or attempted saving of a human life, the prevision of a serious crime, or the apprehension of a person who committed a serious crime. The action must be performed in such a manner as to render the individual highly conspicuous.



Is not awarded to a person who:

- Deliberately or ineptly caused an escalation of the incident to the point that it caused one of the following:
 - The nominee or others were placed in jeopardy
 - Injury to any persons
 - A more serious situation to arise
- Violated a direct order of a superior when such disregard caused the nominee to become involved in the event under scrutiny

A posthumous award may be made to an individual who has lost his/her life under conditions where the officer endangered themselves in circumstances consistent with good police practices.

A Medal of Valor certificate, neck medal, and breast bar shall be presented annually at the awards ceremony.

3073.3 Lifesaving Medal

Awarded for saving of a human life. "Saving of a life" is removal of a person from a place or situation where death would be imminent if the victim were not immediately removed, the administration of CPR, the Heimlich Maneuver, administration of Naloxone, stopping the free flow of blood, or performing a specific physical act without which death would be imminent. The act must be more than routine first aid and constitute more than mere delay of resulting death. The victim must survive the threat to life and require that the nomination be accompanied by a signed statement from a physician, EMT, nurse, the victim, or a competent third-party witness confirming that had the nominee not performed the act, death would have been imminent.

A member may receive only one Life Saving Award per incident regardless of the number of lives saved.

A Lifesaving certificate, neck medal, and breast bar shall be presented annually at the awards ceremony.

3073.4 Scarlet Shield

Awarded to an individual for injuries received while on or off duty, provided the nominee was actively engaged in the proper performance of police duties. Injury must require immediate medical attention and be of a severe nature more than normal injuries sustained in difficult arrest situations. Limited to injuries sustained as follows:

- Wounded by firearm;
- Wounded as result of assault by knife or other sharp instrument;
- Physical assault that results in the person sustaining severe injury (such as broken bones, open wounds, or injuries that prevent return to duty for a period of time) or being hospitalized for more than mere observation as a direct result of the injuries sustained;
- Second degree burns or worse from fire, explosion, or chemical burn;



- Serious injury resulting in broken bones and/or hospitalization as a result of a motor vehicle crash or an assault on the person with a motor vehicle;
- Contracting a life-threatening disease in the performance of one's duties;
- Death or disability that reduces the ability to perform the physical aspects of the job and occurs as a result of any job-related injury.

Is not awarded to a person who:

- Deliberately or ineptly caused an escalation of the incident to the point that it caused one of the following:
 - The nominee or others were placed in jeopardy;
 - Injury to any persons;
 - A more serious situation to arise.
- Violated a direct order of a superior when such disregard caused the nominee to become involved in the event under scrutiny.

A Scarlet Shield certificate, neck medal, and breast bar shall be presented annually at the awards ceremony.

3073.5 Medal of Distinguished Service

The Medal of Distinguished Service shall be presented to members of the department who have provided exceptional police service throughout their career that evokes merit to themselves and the department. The award recognizes those instances, over a period of time, wherein the member's diligence, teamwork, perseverance and problem-solving ability exemplified the highest standard, continually performing their duties through perseverance and dedication to excellence, and outstanding customer service. Demonstrating a positive attitude when interacting with others and highly motivated with innovative ideas to improve efficiency, benefitting the department and community.

This award shall be presented to members who have served on the Department for a minimum of ten years and continue to provide distinguished service. This award will not be granted as an automatic retirement medal. This is not to preclude a retiring member from receiving the award; however, documentation justifying the nomination shall accompany the submission.

A Medal of Distinguished Service certificate, neck medal, and breast bar shall be presented annually at the awards ceremony.

3073.6 Medal of Merit

The Medal of Merit is awarded to members who demonstrate a high degree of personal initiative and make a significantly noteworthy and exceptional contribution to the department's mission beyond the ordinary call of duty. Through personal initiative, tenacity, and great effort acts to solve a major crime or series of crimes, who is primarily responsible for the successful implementation of a difficult and/or long-term police project, program or similar professional accomplishment which contributes significantly to the department's objectives and goals.



Exemplary performance for either a single act or sustained period in the administration, organization, or implementation of policies, procedures, or programs that clearly exceed standard expectations of employees in the same assignment and substantially benefits the City, improves safety, efficiency, or effectiveness of any unit or the department as a whole. Individuals from other law enforcement agencies and members of the community are eligible for inclusion in the nomination if their participation had a direct effect on the outcome.

A Medal of Merit certificate, neck medal, and breast bar shall be presented to department members. Non-department personnel will receive the Unit Medal certificate only. This will be presented annually at the awards ceremony.

3073.7 Unit Medal

The Unit Medal is presented to a department unit or group of employees working for a common objective, whose actions through a combination of teamwork, diligence, and perseverance is performed in an exemplary manner. Unit awards must contain justification for actions by all members recommended and shall only be given to those members who actually participate in the project, not necessarily everyone assigned within an awarded unit. Individuals from different units, squads, divisions, other law enforcement agencies, and members of the community are eligible for inclusion in the nomination if their participation had a direct effect on the outcome.

Awarded to a departmental unit for courageous, outstanding, or unusual performance of duty that is significantly beyond what is normally expected. This performance award may be based on a single act or on exemplary work over an extended period of time. The accomplishment must be the result of a combined effort of the unit. The unit must contain at least three or more employees working together. Examples of exceptional performance may include, but are not limited to:

- Developing a method or program that significantly affects the operation of one or more divisions in the department;
- Problem identification and solution with clear results;
- Forwarding the mission of the police department in making communities safer and increasing the quality of life;
- Distinguishes themselves with outstanding community service and/or outreach;
- Use of innovative techniques demonstrated to have solved crime/community issues;
- Used innovative techniques demonstrated to have significantly improved safety, efficiency, or effectiveness.

A Unit Medal certificate, neck medal, and breast bar shall be presented to department members. Non-department personnel will receive the Unit Medal certificate only. This will be presented annually at the awards ceremony.

3073.8 Armed Forces Medal

Awarded to employees who served in any branch of the United States Armed Forces and are still serving or have received an honorable discharge. Sworn employees must complete field training; Professional Staff must complete probationary period; Volunteers and Reserve Officers must have completed 96 hours of service.



An Armed Forces Medal certificate, neck medal, and breast bar shall be presented annually at the awards ceremony.

3073.9 Chief of Police Citation of Excellence

Awarded to members who have demonstrated exceptional performance, innovative solutions, or unique programs in their efforts to advance superior police service and departmental goals; for an outstanding accomplishment that has resulted in improved administration, operations, or substantial saving in manpower or operational costs, wherein the member(s) has gone far beyond the requirements of their normal assignment. The performance may be development of a new initiative, process or system that leads to an improvement in how the department conducts its business.

The performance may be related to an individual response to a situation or crime resulting from a call for service. In such cases, the performance must involve extraordinary diligence, selfless attention to duty, and/or unique efforts to ensure a positive outcome. Completion of a rookie project in and of itself does not meet the criteria for this award.

A Chief of Police Citation of Excellence certificate, neck medal, and breast bar shall be presented as needed throughout the year.

3073.10 Officer of the Year

Awarded to a member below the rank of commander who has exhibited outstanding job performance, dedication to duty, unsullied moral character, superior perseverance, initiative, leadership, dedication, exceptional community service, and presents a professional police image. Member shall have demonstrated exceptional service above and beyond expectations and has made significant contribution to the department's mission or values.

Significant contributions may include, but are not limited to:

- Improvement in the department's administrative or operational efficiency;
- Participation in department committees, activities, or events;
- Improvement in community safety;
- Development or implementation of an innovative idea or program;
- Effectively reducing department costs.

Member will have consistently displayed a positive attitude and work ethic that reflects the Department's core values. The nominee will be considered for the concluding years' worth of work.

An Officer of the Year certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.11 Detective of the Year

Awarded to a detective with at least two years of experience in rank. The nominee will have demonstrated a high degree of competence, creativity, tenacity, and sense of urgency in solving



cases. The detective may have worked cases with a high level of complexity, either alone or as part of a team; if the latter, the detective's body of work will have distinguished itself from the group. The nominee will be someone for whom internal and external stakeholders have a high degree of respect and confidence as they relate to work quality, case preparation, and case resolution. Such stakeholders may include other Department members, community members, and members of the criminal justice system (e.g., Pima County Attorney's Office, City Prosecutor's Office, and Superior Court personnel).

Nominees will have consistently displayed a positive attitude and strong work ethic that reflects the Department's core values. The nominee will be considered for the concluding years' worth of work.

A Detective of the Year certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.12 Professional Staff Employee of the Year

Awarded to a professional staff member whose work goes above and beyond what is required by his/her job description. Member must be highly motivated, with innovative ideas, and outstanding leadership qualities.

Examples include, but are not limited to:

- Development of new and/or more efficient ways of helping a division/section/unit conduct daily business;
- Who, through the perseverance and dedication, continually does extraordinary work;
- Willing to accept additional responsibilities and promotes team work throughout the department.

Nominated individuals will have consistently displayed a positive attitude and work ethic that reflects the department's core values. The nominee will be considered for the concluding years' worth of work.

A Professional Staff Employee of the Year certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.13 Community Service Officer of the Year

Awarded to a community service officer who has exhibited outstanding job performance, dedication to duty, initiative, leadership, dedication, and exceptional community service. Member shall have demonstrated exceptional service above and beyond expectations and has made significant contribution to the department's mission or values.

Significant contributions may include, but are not limited to:

- Improvement in the department's administrative or operational efficiency;
- Participation in department committees, activities, or events;
- Community engagement efforts;



- Development or implementation of an innovative idea or program.

Member will have consistently displayed a positive attitude and work ethic that reflects the Department's core values. The nominee will be considered for the concluding years' worth of work.

A Community Service Officer of the Year certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.14 Explorer of the Year

Awarded to an Explorer who effectively leads the team, provides mentorship to junior members, and participates at more than a minimum level. Consistently displays a positive attitude and work ethic that reflects the Department's Core Values

An Explorer of the Year certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.15 Volunteer of the Year

Awarded to a volunteer who, by virtue of their hard work, resourcefulness, and/or determination have made a significant contribution to the mission of the department and the welfare of the community. Consistently displays a positive attitude and work ethic that reflects the department's core values. Willing to accept additional responsibilities and promotes team work throughout the department. Must have been a volunteer for at least one year, must have significant contributions within the concluding year to be considered.

A Volunteer of the Year certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.16 Reserve Officer of the Year

Awarded to a reserve officer who, by virtue of their hard work, resourcefulness, and/or determination have made a significant contribution to the mission of the department and the welfare of the community. Consistently displays a positive attitude and work ethic that reflects the department's core values. Willing to accept additional responsibilities and promotes team work throughout the department. Must have been a reserve for at least one year, must have significant contributions within the concluding year to be considered.

A Reserve Officer of the Year certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.17 Leadership Award



Awarded to a member at the rank of sergeant or above (or professional staff equivalent), this award will be based upon the actions of a supervisor who has made a difference and contributed significantly to the department's visions and goals through extraordinary efforts. The award recipient will have continuously demonstrated outstanding performance by personifying leadership, motivational skills, acting as a positive role model, and consistently demonstrating sensitivity, fairness, equity, and integrity. The leader will have routinely encouraged and promoted departmental and employee development through team-building, and emphasizing quality customer service.

A Leadership Award certificate and breast bar notating the year shall be presented annually at the awards ceremony.

3073.18 Community Partnership Award

Presented to a community member or an organization which has exemplified the concept of partnering with the police department and community by working in creative ways to help solve community problems, improve the quality of life in their neighborhoods, or work toward supporting and improving the Tucson Police Department.

Contributions may include, but are not limited to:

- resources,
- leadership,
- development of innovative crime-fighting strategies,
- forging new bonds between the community and the police,
- success of a police program(s) in the area of traffic safety or crime prevention.

A Community Partnership certificate shall be presented annually at the awards ceremony.

3073.19 Community Member Valorous Conduct

Presented to a non-department member in situations where the same conduct by a member would have resulted in recognition of the Medal of Honor, Medal of Valor, or Lifesaving Award.

A Valorous Conduct certificate will be considered annually at the awards ceremony.

3073.20 Community Member Service Award

The Community Member Service Award may be awarded to a community member who, by their exemplary actions, distinguish themselves at a particular incident or whose actions exemplify excellence in performance of civic responsibilities, show unselfish devotion to others, and the community. Examples of exemplary actions include judgement, initiative, and courage in response to a law enforcement activity.

Presented to community members who have worked with the police and exhibited considerable initiative and resolve in one or more of the following areas:

- addressing problems within the community,



- improving neighborhood safety and conditions,
- have accomplished an extraordinary act of service above and beyond to the department or community.

A Community Member Service Award certificate shall be presented annually at the awards ceremony.

3073.21 Retirement Medal

Awarded to members who have served honorably and achieved the minimum tenure requirement for full-service retirement as defined by their retirement system. The Human Resources Section will establish and maintain a process for members to be awarded their retirement medal. Discretion of this award lies with the Chief of Police.

A neck medal suspended from a gold-colored ribbon and displayed in a frame shall be presented upon a member's retirement.

3074 Award Reconsideration Process

3074.1 Reconsideration Process

Upon notification from the Awards Committee Chairperson that a nomination covered by this policy was denied by the committee, chairperson, or chief of police, the nominator may request reconsideration of that decision only if extenuating circumstances exist. These circumstances must be documented in memorandum format and must include additional information not previously documented within the nomination. If no new information is provided, the nomination will not be reconsidered.

The nominator has a maximum of ten (10) calendar days from the date of receiving the notification of denial to submit a written request for reconsideration. The written request shall be submitted directly to the Awards Committee Chairperson for review. The review will be confined to determining whether the Awards Committee acted properly in its consideration of the award. The awards committee chairperson has a maximum of ten (10) calendar days from receipt of the written request to respond. The awards committee chairperson will provide a final decision in writing directly to the nominator and for file.

3074.2 Awards Eligible for Reconsideration

Requests for reconsideration of denial decisions may only be made for the following awards:

- Medal of Distinguished Service,
- Medal of Merit,
- Scarlet Shield,
- Medal of Valor,
- Medal of Honor,
- Community Partnership Award,
- Community Member Service Award, and
- Unit Medal.



Decisions to select employees for the following awards are final:

- Officer of the Year,
- Professional Staff Employee of the Year,
- Explorer of the Year,
- Volunteer of the Year,
- Reserve Officer of the Year,
- Lifesaving Medal,
- Leadership Award,
- Chief of Police Citation of Excellence.

3075 Recognition Awards From or For Outside the Department

When an outside agency, club, or group requests the name of a member to honor, the request shall be made through the Awards Committee Chairperson. The Awards Committee Chairperson will request nominations for these awards as they occur, when time permits. If insufficient time is given, the awards committee chairperson shall select a member from previous nominations for TPD awards, or from nominations submitted but not selected for previous outside awards. The Awards Committee Chairperson will coordinate arrangements for the award with the requesting agency or organization.

A breast bar shall be presented indicate the wearer is a recipient of a Community Recognition Award.

3076 Other Department Awards and Recognition

3076.1 Commendations

Commendations may be awarded to members of the Department for service involving good conduct, judgment, and initiative during a particular event, or for an outstanding act that brings honor and recognition to the member and the department.

Any department commander may award a commendation. Any member may recommend another member for a commendation. The recommendation shall be submitted to the chain of command via memorandum. The recommendation shall receive chain of command review and approval through the level issuing the commendation. Review of recommendations for a commendation is not a function of the awards committee. The commendation will be in a tasteful and professional format chosen by the issuing commander and presented throughout the year as needed.

3076.2 Community Member Certificate of Recognition

The Community Member Certificate of Recognition may be awarded to a community member who exhibits extraordinary conduct in assisting an officer in the performance of a police action, or exhibits extraordinary conduct in assisting another community member who is the victim in a criminal action.



Only an Assistant Chief, Deputy Chief, or Chief of Police shall issue a Community Member Certificate of Recognition. Any member may recommend a community member for this certificate. The recommendation shall be submitted through the nominator's chain of command via memorandum for review and approval. Review of recommendations for a Community Member Certificate of Recognition is not a function of the awards committee.

A Certificate of Recognition shall be presented throughout the year as needed at a location of the division captain's discretion.

3076.3 Problem Oriented Policing (POP) Award

The POP award is designed to recognize an individual or group of employees within a division, who has gone above and beyond the person's normal duties in the spirit of community policing. Criteria will include proper identification of the problem, creativity in finding solutions, the solutions' impact on the community, and partnership developed between the police, community, business sector, and other government agencies. Completion of a rookie project in and of itself does not meet the criteria for this award. The recommendation shall be submitted through the nominator's chain of command via memorandum through the bureau commander for review and approval. Review of recommendations for a Community Member Certificate of Recognition is not a function of the awards committee.

A Problem Oriented Policing Award certificate shall be presented throughout the year as needed at a location of the division captain's discretion.

3076.4 Crime Watch Outstanding Achievement Award

The Crime Watch Outstanding Achievement Award recognizes a Neighborhood Watch, Park Watch, or Business Watch Program that is doing extraordinary work. This award recognizes the work community members are doing in conjunction with their respective divisions to make the community safer. Evaluation criteria includes, but is not limited to:

- the development and sustainability of respective Watch Program,
- innovative and effective crime watch crime prevention initiatives,
- community projects and events,
- the creative and effective use of a program members;
- The ability to recruit, train, and maintain program members;
- Level of coverage by the media to showcase the positive programs that the watch program is doing; and
- The methods the watch program uses to promote their program.

At the end of the calendar year, each division will nominate a Watch Program group from its respective area via memorandum with final selection being made by the Field Services Bureau Assistant Chief.

A Crime Watch Outstanding Achievement Award certificate will be presented annually at the winning Watch Program meeting.

3077 Years of Service Awards



3077.1 General

The Years of Service Pin shall be awarded to members and volunteers in recognition of 5, 10, 15, 20, 25, 30, 35, and 40 years of service with the Department, regardless of whether service is sworn, as professional staff, or volunteer.

3077.2 Description

The 5, 10, and 15-year Service Pins consist of a light blue enamel replication of the Department shoulder patch. The words Tucson Police and Arizona are superimposed in gold, with the service year superimposed in blue enamel on a gold star.

The 20, 25, 30, 35, and 40-year pins consist of a round-multi-colored City of Tucson seal, surrounded in blue, with the words Tucson Police Department superimposed in gold. The words 20-Years, 25-Years, 30-Years, 35-Years or 40-Years are superimposed in blue enamel on a gold banner underneath the seal. The 25, 30, 35 and 40-year pins shall have a colored stone mounted next to the years; a red stone for 25-Years, a blue stone for 30-Years, a green stone for 35-Years and a white stone for 40-Years.

3077.3 Tenure Ribbons

The Tenure Ribbons are breast bars designed to be worn with a uniform. The Tenure Ribbons consist of navy blue enamel surrounded with a gold border. Within the enamel are vertical gold bars; each bar represents five years of service. The appropriate Tenure Ribbon may be worn on a uniform to indicate the wearer's tenure with the Department. Only the most current ribbon may be worn in the manner prescribed in the Dress and Personal Appearance Manual. The Years of Service Pin is not authorized for uniform wear.

3080 INTERNAL INSPECTIONS AND AUDITS

3081 General

The purpose of internal inspections and audits is to ensure that members and Department entities are complying with Department policies and are pursuing Department goals and objectives with administrative efficiency and operational effectiveness. Inspections and audits serve to help the Department administration evaluate the operations of units and to create an atmosphere of continuous improvement. The CALEA/Audit Unit staff conduct formal inspections and audits at the direction of the Chief of Police.

3082 Inspections

The CALEA/Audit Unit staff may conduct spot inspections of operations or equipment at any time. The purpose of these unannounced inspections is to ensure compliance with operational directives and standards of conduct and appearance. This does not relieve supervisors of the duty of performing their own inspections as required by *General Orders*. Documentation of these inspections will be forwarded through the chain of command.



3083 **Audits**

Audits are broken down into several variations as follows:

- **Regular Audits-** Regular audits are division/section Audits that generally occur annually, but biennially at a minimum. These audits follow a prescribed routine and checklist and utilize as part of the process an on site review by Command Staff members who are not directly associated with the Division/Section that is the subject of the audit. The Audit schedule will be adhered to if at all possible. Commanders and Section Heads will have ample notice of pending audits and will be a part of the audit process and review.
- **Financial Audits-** Financial audits are audits occurring on an "as needed" basis of discretionary Department funds. These discretionary funds include undercover monies, imprest cash funds, and other special funds available to department members and entities for discretionary expenditure. Financial audits shall occur whenever Commanders who are responsible for such funds are reassigned and as directed by the Chief of Police.
- **Performance Audits-** Performance audits are audits of the performance of Department entities, units, policies, procedures or tactics conducted at the direct request of a Commander or non-sworn equivalent.

Audit findings will be documented in an audit report and forwarded to the Chief of Police for review. Remedial or follow-up action, if any, will be completed as directed by the Chief of Police and documented with a written response that will be included in the audit file.